



Regional and Local Plans

Minnesota's Workforce Development System under WIOA

Program Years 2016 & 2017
Updated for Program Years 2018-2019

Submitted by

RWDA:

(Regional Workforce Development Area name/number)

LWDA:

Dakota-Scott WDA #14

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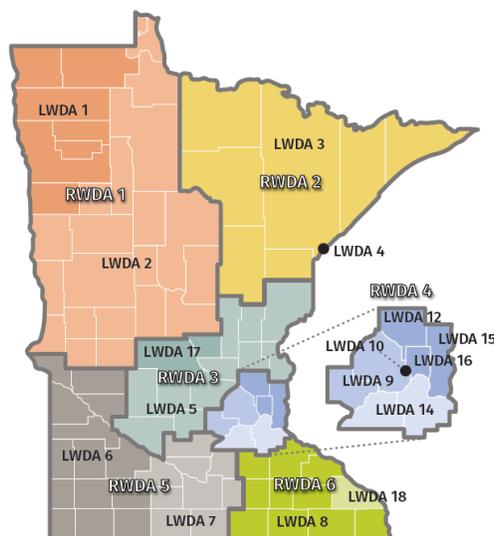
INTRODUCTION

The purposes of the WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for the employment, education, training and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions and states and the global competitiveness of the United States.
- (6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized post-secondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers and enhance the productivity and competitiveness of the Nation.

Workforce Development Areas

Minnesota has designated six Regional Workforce Development Areas (RWDAs) in the state that represent a combination of Local Areas, as defined in WIOA, and Economic Development Regions, as defined in other federal law. These Workforce Development Areas have been approved and adopted by the Governor and the chief local elected officials of the Local Areas.



Each Regional Workforce Development Area is responsible for submitting a Regional Plan, inclusive of the Local Plans of the Local Workforce Development Areas. The Regional and Local Plans will align with the strategic vision set by the Governor, address the regional needs of the workforce and business communities and comply with the planning requirements as determined by the State of Minnesota's Department of Employment and Economic Development and the U.S. Department of Labor and applicable federal and state statutes.

Minnesota's Vision for the Workforce Development System

Vision Statement:

A healthy economy, where all Minnesotans have or are on a path to meaningful employment and a family sustaining wage, and all employers are able to fill jobs in demand.

This vision statement was developed through Minnesota's participation in the National Governor's Association's Policy Academy on Career Pathway Models. Minnesota's effort engaged seven state agencies and has influenced workforce development thinking at the system level. It is fitting to continue to move forward with pursuing the implementation of WIOA under this inclusive effort.

Mission:

The creation of a Career Pathway System that aligns local, state and federal resources, policies and services to meet the workforce needs of business and industry and improves access to employment, education and training services for Minnesota's current and future workforce.

Rationale:

The economic conditions of the 21st century require a more responsive approach to meeting the needs of business and industry; and the growing diversity of the workforce population. As economies become more global, competition will continue to increase and pressures on the inputs of production, specifically the timing, availability and skill base of the workforce. Rediscovering the value proposition of the Workforce Development System is critical to responding to the 21st century economy.

A Career Pathway System approach will position the needs of a skilled workforce at the center of the system, recognizing the important role of a "dual customer" approach – businesses and workers. Businesses will lead sector strategies that address the most critical growth needs in occupations that support family sustaining wages. The diverse needs of workers will impact the design and delivery of employment and training programs and services to fulfill these employment needs and their career goals.

SECTION A: REGIONAL PLAN

See attached document.

SECTION B: LOCAL PLAN

Strategic Operations: *The core elements of strategic operations focuses on operating policies and procedures related to the one-stop system and physical locations of service delivery.*

1. Describe how local area boards will work with each other, core title providers and available data to designate at least one WorkForce Center per local workforce development area and make recommendations on recognizing affiliate and standalone partner sites.

These discussions will occur at multiple levels with the core philosophy of looking at how partners can best work together and leverage resources to effectively serve employers and job seekers while meeting community needs. Developing these strategies will be done collaboratively with local partners and Metro Region WDB.. Key to this is the WDB's strategic plan goals to: "Prioritize with whom we should connect."

Additionally, the Metro Workforce Development Boards anticipates taking two steps together during the coming year: a) an informal review of service locations relative to population/demographic needs; and, b) consideration of shared criteria for recognizing affiliates among partners and contracted community-based providers in order to best serve the residents and employers in the area.. Using technology to provide these connections and services will be one of the key avenues the board considers.

2. Describe the strategies to ensure proper connectivity and coordination among the **physical sites** within the local workforce development area.

Communications is the key component to this. This is done via:

- 1) Monthly One-stop Committee meetings. The committee includes WDB members and partner staff.
- 2) Close communications amongst the three site managers.

3. Describe the strategies to ensure proper connectivity and coordination among the **service providers** within the local workforce development area.

Communications is also the key to this. This is done via:

- 1) Monthly One-stop Committee meetings. The committee includes WDB members and partner staff.
- 2) Monthly program-specific meetings for dislocated worker and MFIP program management.
- 3) Additionally, all three sites hold "building meetings" for all employment-related staff.

4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.

Key from the Dakota Scott WDB's Plan of Work (POW) are key strategies such as:

- Survey stakeholders to measure existing awareness: use survey results to identify gaps in making connections and increase awareness
- Bring education & businesses together to identify ways they can collaborate to

benefit workforce.

Ultimately, working with partners/stakeholders to determine the best locations/methodology to provide services is the key. We already provide job related workshops at local churches, non-profits and schools and extensively use technology to connect job and training opportunities to an extensive network of folks across the two counties.

5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.

The metro Workforce Development Boards will undertake an analysis of service element availability at physical locations and online, relative to expected needs of populations being served – specifically youth and adults with barriers to employment and/or who would benefit from culturally-specific service delivery strategies. As with the location analysis above, this will be completed collectively and presented with recommendations to the regional oversight group identified in the regional plan. Additionally, at the two-county level we'll do our own analysis – considering local assets as community partners, libraries, etc., where it may make practical and philosophical sense to align resources.

6. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

In conjunction with the analysis outlined above, recommendations for new or enhanced technology will be made to ensure that metro job seekers and employers have access to tools they need to enjoy successful labor exchange functions. Leveraging technology will take a multi-faceted approach and will rely in part on what DEED provides (e.g. Workforce Organizer; cloud-based CRS). Clearly maximizing technology use and availability will be key but the alignment of technology development throughout the state is necessary.

All three WorkForce Centers are in compliance with accessibility standards.

7. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

- In conjunction with the analysis outlined above, recommendations for new or enhanced technology will be made to ensure that metro job seekers and employers have access to tools they need to enjoy successful labor exchange functions.
- Additionally, The WDB's POW includes the strategy "Define other social determinants related to workforce; Transportation, housing etc." Practically, in the eligibility programs counselors work closely with clients to ascertain the specific transit/transportation, housing and other issues that they face. Current supportive services (depending on the program) include gas cards, car insurance, and auto repairs.
- At a broader level, both counties are working to improve transit options - especially across the east and west corridors as the overall transit issue is of concern to many employers and job seekers.

- In addition, in all programs counselors will work with individuals to try and determine root causes. Support services will then be used to support these root causes and to encourage participation in activities that will move individuals beyond just participation in the program but toward career pathways and self-sufficiency.

8. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.

Key will be clarification of the expectations relative to WIOA law. Practically, the WDB will weigh in should the local partners have issues which need assistance in resolving. An opportunity would be to separate leases from Infrastructure Funding Agreements (IFAs). Additionally, the WDB will train staff on infrastructure training requirements and protocol for addressing discrepancies..

9. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area.

Expectations for vendors are included in the RFP process and in the annual contracts. Additionally, the expectations will be outlined in the updated Memorandum of Understanding (MOU).

10. Describe how the Memorandum of Understanding will be developed and used to ensure commitment of resources from service providers and required partners.

The MOU has been issued. Any further modifications will be developed with guidance from the state. Partners will engage in negotiation with staff regarding commitments of resources. Leaders of all organizations will review final MOUs prior to signing.

11. A. Describe the local area board's strategic vision and how it aligns with the designated state priorities under WIOA.

The WDB's vision is: To be the best workforce development system that benefits both employers and job seekers, **So that:**

- Residents have the competencies, employment skills and education to support themselves and their families
- Employers will have access to the skilled and educated workforce necessary to remain competitive in a dynamic economy.

There is alignment with the WDB vision and strategies with the state's identified priorities to reduce racial disparities and to build employer-led industry-sector partnerships. The 2016/2018 POW includes the strategy to "Define other social determinants related to workforce; Transportation, housing etc." and "Establish sector focus by creating a sector analysis and plan including trend analysis from Wanted Analytics sources."

- B. Describe the local area board's goals for preparing an educated and skilled workforce, including youth and individuals with barriers to employment.

As outlined by the recently approved 2016/2018 POW:

Goal 1: Effectively match employer needs with employee skills (for the economic vitality of the community)

1. Establish sector focus by creating a sector analysis and plan including trend analysis from Wanted Analytics sources (Business Services , Youth, Disability)
2. Conduct a labor market analysis of workforce supply (DEED)
3. Development of students and other job seekers (retirees, young adults); match them to programs/employers above (construct tomorrow, CAPS, mentor internships)
4. Create job awareness and experiential programs in various sectors to meet the regional plan

Goal 2: Facilitate the collaboration and serve as the convener between education, business and job seekers

1. Survey stakeholders to measure existing awareness: use survey results to identify gaps in making connections and increase awareness
2. Bring education & businesses together to find places they can collaborate to benefit workforce. Identify 3 key areas where collaboration can benefit the workforce
3. Define other social determinants related to workforce; transportation, housing, etc.
4. K-12, support and encourage "career pathways" for all students served by the WDB

Goal 3: Be the recognized expert and voice on addressing local workforce solutions

Additionally, the WDB has two committee focused on these initiatives - a youth council and the recently formed Employment for People with Disabilities committee. Part of their work plans will be determining goals working with Vocational Rehabilitation Services and County Social Services Departments.

- C. Describe how these goals relate to the performance accountability measures based on the primary indicators in order to support regional economic growth and economic self-sufficiency.

The WDB, as part of the 2016-2018 POW, is in the process of developing the strategies and tactics to achieve the goals as indicated above. They will look at a variety of indicators including sources such as GreaterMSP and Compass.

- D. Describe the strategy to work with the entities that carry out the core programs to align resources available to the local workforce development area, to achieve the strategic

vision and goals of the local area board.

The key strategy will be based on convening, collaboration and communications with partners to develop and implement the specific tactics. With the uncertainty in Wagner Peyser funding, the two county area continues to look at staffing patterns and physical sites to best serve employers and job seekers.

12. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

The WDB works Carl Perkins consortium partners, collectively, to identify appropriate Perkins-funded activities that support entry and advancement into the career identified pathways. The WDB will pursue appropriate steps, with its own Perkins consortia members, to ensure program alignment within the Workforce Development Area

13. A. Describe how the local area board, working with the entities carrying out core programs, will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.

This will fit within the WDB's Employment for People with Disabilities committee. This WDA has always had a strong partnership with VRS and look forward to enhancing that partnership to best serve clients with disabilities. The operational realities due to WIOA and the Olmstead plan will necessitate this partnership so clients are served effectively.

- B. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

The access to supportive services will align with the overall effort as describe in 13A.

- C. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

The WDB's POW includes this strategy:

1. K-12, support and encourage "career pathways" for all students served by the WDB . Beyond that, staff in the employment programs work closely with job seekers to determine the best career path for them based on experience, skill sets and transferable skills.
2. Additionally, the WDB anticipates aligning with the metro-wide sector approach described in the Twin Cities metro regional plan (Section A), The Workforce Boards of the Twin Cities will identify career pathways associated with identified priority sectors. As part of the career pathway development, metro Boards will detail training and credentialing opportunities, broker co-enrollment possibilities with area training providers, and work to identify financial resources and other supports to allow WIOA program participants to pursue these pathways.

14. A. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

Some key components from the WDB's POW include:

Goal 1: Effectively match employer needs with employee skills (for the economic vitality of the community)

- Establish sector focus by creating a sector analysis and plan including trend analysis from Wanted Analytics sources (Business Services , Youth, Disability)
- Prioritize with whom we should connect
- Conduct a labor market analysis of workforce supply (DEED)
- Identify and implement job skills training to ensure the short-term business needs are being met; e.g. welding program
- Identify and implement job skills training to ensure the long-term business needs are being met
- Create job awareness and experiential programs in various sectors to meet the regional plan

Goal 2: Facilitate the collaboration and serve as the convener between education, business and job seekers

- Bring education & businesses together to find places they can collaborate to benefit workforce
 - Identify 3 key areas where collaboration can benefit the workforce

Goal 3: Be the recognized expert and voice on addressing local workforce solutions

- Advance programs like Employer of Excellence to demonstrate best practices of work force engagement and culture
- “Adopt a business” approach to business liaison

Additionally, the WDB has key business leaders from across the two counties. Some of this facilitation and engagement already occurs via:

- DEED's Industry Sector Consultants, Veterans Staff and VRS staff who meet with employers and provide reports to the WDB's business services committee
- Programs such as the “Employers of Excellence” survey .
- Being part of bi-monthly meetings hosted by the Dakota County Community Development Agency with area community development directors
- Regular communications with Chamber of Commerce Presidents across the two counties.
- Regular communications with Inver Hills Community College and Dakota County Technical College leadership, career counselors and customized training staff.

- B. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.

Much of this is described in the question above. Key to meeting the needs are being connected with the employers and having solutions for their workforce and training related problems. Such tools as incumbent worker training, job fairs, employer of the day events, on site hiring events, are tools providing the support

- C. Describe how the local area board will better coordinate programs and services with regional economic development providers.

The WDB already has a strong working relationship with the community economic development providers in the two counties and partners with DEED - Economic Development and/or Greater MSP on initiatives when a workforce-related component is needed.

- D. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

The linkage between the UI and workforce programs is already strong and inter-connected. Other resources/tools such as incumbent worker training and apprenticeships depend in large part on having available resources and the simplicity of administration of the programs at the employer level. One of the key linkages for employers is via MJSP grants in partnership with the local colleges.

15. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

Our local area partners with three entities that are heavily involved with entrepreneurship. They are: the Dakota County Community Development Agency (CDA); Dakota County Technical College (DCTC); and Scott County's SCALE group. DCTC is one of the leading colleges in the country for working with entrepreneurs. One of their instructors provides monthly workshops about starting a business at our WorkForce Centers.

Another resource is the "Open to Business" program which is geared towards entrepreneurs and early stage businesses. Both counties offer this at no cost to participants. Additionally, both counties are members of Greater MSP, a regional economic development agency which focuses on business attraction and expansion.

16. A. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

This is done by first selecting providers through a rigorous RFP process. From there the WDB, through its evaluation committee, reviews performance outcomes, and internal and state monitoring reports along with customer satisfaction feedback - all with the goal of having optimum performance. Also, as a matter of policy, the

WDB goes out for an RFP every 5 years to make sure the area is getting the best services to meet objectives at an efficient cost.

All providers are monitored routinely either annually or bi-annually both by the State and also internally within Dakota County. Case reviews provide information that can identify trends, potential issues, and opportunities for growth. Identification of needs in the community and with local employers, and opportunities to provide additional services or enhance current services will be discussed with providers at regularly scheduled meetings throughout the year.

- B. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

At a WDB level, this is done via committee work - primarily of the Evaluation and Business Services committees but also aligned with the work and initiatives of the one-stop, youth and employment for people with disabilities groups. Since many of the committees, have non-WDB members there is input from an expanded group of industry professionals.

- C. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

Key to facilitating access is multi-faceted including: technology, transit/transportation and additional locations. This is an area of interest and opportunity for the WDB. Plans are under development to use technology for workshop delivery and are already used more and more for counselor/client interaction. Overall, we're moving to offering workshops in non WFC locations such as non-profits, schools and libraries.

- D. Describe how entities within the one-stop delivery system will comply with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

Vocational Rehabilitation Services (VRS) is part of the state agency of DEED. VRS provides services to students, youth and adults with disabilities. The services provided are focused on finding and maintaining employment. Example of services provided are vocational counseling, career exploration, work experience, job seeking skills, work evaluation, job placement services, assistance with transportation, ergonomic assessments, determining reasonable accommodations on the job, job training, internships and job matching. The goal VRS is to assist a client in determining what job meets their interests, skills and abilities and what supports would be needed on the job to make the employment successful. Clients are met in the office or out in the community. All staff offices are accessible to individuals with disabilities. Numerous forms of communication are used to connect and collaborate with clients. We assist clients in connecting with other services such as case managers, the Workforce Center, Independent Living, and State Services for the Blind to name a few. We also are involved in a number of special projects for individuals with disabilities – Individual Placement and Services with Guild Inc, and Way to Work with ProAct. Each school and transition program in the county has a

VRS liaison working with them to provide these same services to students along with the new WIOA requirements.

In addition, all three sites are either reviewed by County and/or state entities for compliance.

E. Describe the roles and resource contributions of the one-stop partners.

The roles and resource contributions of the one-stop partners are outlined in our Partnership Agreement and Memorandum of Understanding which also includes the services and infrastructure outlines in the Cost Allocation Plan. Onsite core partners and roles of the one-stop includes:

1. Dakota-Scott Workforce Services: WIOA administrative entity and staff to the WDB; Diversionary Work Program (DWP) and Supplemental Nutrition Assistance Program (SNAP) E&T provider; Senior Community Services Employment Program (SCSEP) E&T provider (Scott County only).
2. Minnesota Department of Employment and Economic Development (DEED) – Wagner Peyser: Job Service/Business Services, Veteran Services, Unemployment Insurance, Re-Employment Assistance, Assist with Workshops (Creative Job Search); Labor Exchange, Title I Employment and Training Provider – Adult and Dislocated Worker; membership on the WDB and other WDB committees.
3. Vocational Rehabilitation Services: vocational assessments; community based evaluations; job placement and coaching assistance; vocational case management with tuition assistance and support services; membership on the WDB and other WDB committees.

Other non-core agencies include:

4. Dakota County Technical College and Inver Hills Community College: provide leadership in technical skill training and instruction and two-year degree programs; membership on WDB and other WDB committees.
5. Dakota County and Scott County Economic Assistance: provides cash assistance for TANF, SNAP, Medical Assistance and other waived services.
6. HIRED: Title I Employment and Training Provider – Adult, Dislocated Worker, and Youth services.
7. Tree Trust: Minnesota Youth Program E&T provider
8. Avivo: Minnesota Family Investment Program (MFIP) – TANF E&T provider.
9. State Services for the Blind: provide the tools, training and technology to help people who are blind, visually impaired, deaf-blind or experiencing vision loss to live independently and to prepare for, find and keep a job.
10. Minneapolis American Indian Center: E&T provider to American Indians, Alaskan Natives and Hawaiian Natives.
11. Experience Works, Inc. – SCSEP provider
12. Adult Basic Education providers – facilitate assessment and delivery of adult basic education, GED and adult diploma; membership on WDB and other WDB committees:
 - a. South Suburban Adult Basic Education Consortiums
 - b. Hastings Adult Basic Education
 - c. Burnsville-Eagan-Savage Adult Basic Education
 - d. Farmington Area Public Schools/Dakota Prairie Adult Basic Education
 - e. Lakeville Adult Basic Education
 - f. Rosemount-Apple Valley-Eagan Adult Basic Education
 - g. SouthWest Metro Adult Basic Education

17. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

Adult and dislocated worker activities are available at all three of our locations: West St. Paul, Burnsville, and Shakopee. These activities include, but are not limited to: workshops, computer classes, mock interviews, networking groups, and creative job search.

In addition, each area has a resource area with available references, computers, copiers, and faxes, to assist any universal customer with their job search needs.

Program participants are assessed individually to determine appropriate employment and training services. Training services may include short-term, non-credentialed activities such as basic computer skills or career exploration/awareness skills. In some situations, training beyond these basics may be appropriate. These programs may include short or long term credential producing programs in industries including: healthcare, transportation, information technology, and manufacturing.

In instances where training is determined necessary, the participant is assisted by their employment counselor to identify appropriate training providers.

18. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

We have a long and deep connection with providers of service to youth with disabilities. DEED Vocational Rehabilitation Services has been a part of our Youth committee for many years. In addition, we maintain a connection with the Community Transition Interagency Committee (CTIC). Our community connections for this group are very well-established.

All youth are assessed. In-school youth math and reading skills are obtained from the schools during the application process. Program counselors work with resources at the school to address any deficiencies. In most cases, schools are already working with youth with deficiencies.

Scott and Dakota County uses the GAIN, TABE, or CASAS for pre and post testing of out of school youth. Results of these assessments are used in building their Individualized Service Strategy (ISS). Our services include the following elements of assessment: educational attainment, educational achievement, work experience/history, youth goals, vocational aptitude, career/vocational interests, work readiness competencies, review for basic skills, support service needs, and occupational skill levels.

In addition, a wide variety of services including: support services, incentive payments, financial literacy training, development of worksite development/internships are also opportunities for youth to learn skills that will lead to future success.

19. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

Here are key goals and strategies within those goals as identified in the WDB's POW:

Goal 1: Effectively match employer needs with employee skills (for the economic vitality of the community)

- Establish sector focus by creating a sector analysis and plan including trend analysis from Wanted Analytics sources (Business Services , Youth, Disability)
- Identify and implement job skills training to ensure the short-term business needs are being met; e.g. welding program
- Identify and implement job skills training to ensure the long-term business needs are being met
- Development of students and other job seekers (retirees, young adults); match them to programs/employers above (construct tomorrow, CAPS, mentor internships)
- Create job awareness and experiential programs in various sectors to meet the regional plan

This goal will be achieved by working closing with local employers and evaluating and determining their needs and providing and supporting the appropriate training for participants to meet these needs.

Goal 2: Facilitate the collaboration and serve as the convener between education, business and job seekers

- Bring education & businesses together to find places they can collaborate to benefit workforce
 - o Identify 3 key areas where collaboration can benefit the workforce
- K-12, support and encourage “career pathways” for all students served by the WDB

This goal will be achieved by working closely with education and business and establishing collaborations and opportunities for job seekers to explore various careers that can be supported by training and education.

Part of the success in implementing these will hinge on the already-strong partnerships with the local colleges, Perkins consortiums, and building on the relationships with K-12 districts.

20. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

This is a key issue for area employers, job seekers and schools. The WDB has worked with Minnesota Valley Transit Authority (MVTA) and Metro Transit as well as county staff on working to find transit solutions which will help connect job seekers and employers both within and outside the two-county area. This issue is a component of the WDB's legislative priorities and is for Dakota and Scott counties as well.

In addition, with the significant business growth in Scott County, there will be continued opportunities to work with local area businesses to develop and implement transportation strategies to ensure that the needed employees are available and able to get to the various places of business.

21. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

Minnesota's WIOA State Plan describes the state's strategy for providing reemployment assistance to Wagner Peyser's targeted population of Unemployment Insurance (UI) applicants. The strategy will include the following:

- A Wagner Peyser staff person will attend every Reemployment Services and Eligibility Assessment (REA) session that the UI program offers across Dakota and Scott counties.
- The REA and Wagner Peyser staff will conduct a quick assessment of every participant to determine who will most likely need additional services from the WorkForce Center (WFC).
- The Wagner Peyser staff person will conduct an orientation to WFC services either 1:1 or in a group setting (depending on the size of the group that includes information on how to register for the state's labor exchange system (i.e., MinnesotaWorks) and information about programs (i.e., Dislocated Worker Program) that the person may be eligible for.
- The Wagner Peyser staff person will assist the REA customer with creating an initial registration and enrolling in the Creative Job Search workshop. Creative Job Search is typically the first job finding/job placement service that is offered to UI applicants. The workshop consists of training on how to find a job that includes career planning, preparing for the job hunt, skills identification, resumes and cover letters, applications and references, social media, interviewing skills, and more.
- Wagner Peyser staff will follow up with REA participants who are not enrolled in a program to ensure that they have a complete registration and resume in MinnesotaWorks, and that they are taking advantage of job placement services.

These activities will be coordinated with the programs within the LWDA as follows:

- Coordinate and deliver joint information at REA sessions with a Dislocated Worker Counselor(s).

The Wagner Peyser program also provides services to businesses with one (1) Industry Sector Representative assigned to the Metro LWDA. The goal is to contact businesses in the key industry sectors identified in regional plans to help the business solve their workforce issues.

22. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232, the review of local applications submitted under title II.

The WDB has engaged Adult Education partners in the development of this plan, and expect to continue doing so through the implementation period. Adult Education partners will continue to be engaged in at least three ways: a) Development of career pathways in the identified sectors and clusters, with clear integration opportunities for literacy and adult education to be woven into existing and emerging training; b) Clarification or strengthening of protocol for assessing adult education needs at WorkForce Centers (and other points of service) and making appropriate referrals for services; and, c) Provision of career awareness materials and/or workshops prepared by workforce development staff, that can

be shared with adult education partners to expose students to opportunities and facilitate referral from adult education programs to WorkForce Centers and other workforce development programs.

Activities with ABE could include, co-location, newsletters, informational meetings, cross-training of ABE and WFC staff services. Such as, develop staff training around roles of ABE and WFC staff. ABE currently provides multiple points of entry for students along several career pathways which would allow for greater partnership opportunities. For the overall review of local application MDE will be coming up with a process, which ABE programming will follow. Since every ABE program is responsible to the Department of Education for submitting a 5-year narrative of their service model and programming. ABE is expected to align with the local and regional WIOA plan.

Currently, the WDB has an ABE representative. Additionally, WDB staff are part of the bi-monthly ABE consortium meetings.

23. Describe the replicated cooperative agreements (as defined in section 107(d)(11)) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11)) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

The local Workforce Development Board and Vocational Rehabilitation Services collaborate to enhance services to individuals with disabilities, individuals with other barriers to employment, and individuals living in poverty. To the extent possible, services are co-located in WorkForce Centers to provide access to a wide variety of services. Each WorkForce Center provides an orientation to services available to assist job-seekers make an informed decision on choice of service provider. Direct service staff participate in cross-training to ensure they understand the services offered by the various partners, and the eligibility criteria for each program.

Vocational Rehabilitation staff is available for consultation without the need for the person to apply for services. Typical topics include how and when to disclose a disability, effective use of assistive technology, Social Security work incentives, and benefits planning. There is currently a joint effort to provide joint financial planning and work incentives planning for individuals receiving Social Security Disability Insurance. Disability Benefits 101, a software program developed using Medicaid Infrastructure grant funding, is available to all partners to assist staff inform job-seekers about the impact earned income will have on federal and state benefits, including public health insurance.

The Workforce Development Boards consults with Vocational Rehabilitation Services as they are developing initiatives such as incumbent worker training programs, customized training programs, career pathways initiatives, youth services, and other business services.

Local Workforce Development Boards sponsor local Job Fairs. Vocational Rehabilitation participates in the Job Fairs and other community events. The local partners also share job leads.

24. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i).

Dakota County is responsible for the disbursement of grant funds.

25. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under this title.

County Board Bid, Grant and Contract Policy adopted in Resolution No. 01-767 provides that all County purchases and sales of goods, services, professional services or real estate should use a competitive process when practicable. The primary types of competitive processes used by the County are Requests for Bids (RFB), Requests for Proposals (RFP) and Requests for Quotations (RFQ).

In general one or more of the following factors determines the competitive process required by law or board policy:

- The types of Goods or Services
- The Estimated Contract Price
- If it is Real Estate related
- If the contract is between Governmental Units

Request for Bid

A RFB is required where the Estimated Contract Amount of the contract is \$50,000 (\$60,000 for rental of equipment) or more for the following types contracts:

- Work or labor, which is services for bodily labor or services where bodily labor is the principal factor.
- Purchase of furniture, fixtures or other property
- The construction or repair of roads, bridges or buildings (Minn. Stat. § 375.21)
- The sale or purchase of supplies, materials, equipment or the rental thereof
- Rental of equipment estimated to be more than \$60,000 (Minn. Stat. § 471.345, subd. 5a)
- The construction, alteration, repair or maintenance of real or personal property. (Minn. Stat. § 471.345, subd. 2.)
- The sale, lease or conveyance of real estate owned by the County (Minn. Stat. § 373.01, subd. 1)

Bids are received in the County Auditor's office, stamped with the date and time received, and held unopened until the bid opening. Information regarding sealed bids, including the number of bids received, is confidential until the bids are opened. (Minn. Stat. § 13.37, subd. 2). Bid openings are open to the public. The auditor conducts the bid opening with staff of the contracting Division/Department present. An attorney from the office of the County Attorney will be present upon request, when necessary. Requests for County Attorney attendance should be made at least two days in advance. The bids are checked against the bid specifications and bid bond requirements and evaluated under other appropriate criteria. Most questions need not be resolved immediately at the bid opening and may be submitted to the County Attorney for later response. The safekeeping of bids and bid bonds is the responsibility of the County Auditor. Bid bonds are returned to responding Contractors after a signed agreement with the selected Contractor is executed.

Request for Proposal

A Request for Proposals (RFP) is a document seeking proposals from potential Contractors to provide services to the County when a sealed bid (RFB) is not required. County Administration has determined that a RFP should be used when purchasing goods

and services that exceed \$50,000. Using a RFP process is also beneficial when the value of a contract for services is less than \$50,000, because this process facilitates obtaining the best value for the County where selection of a Contractor should not be made on the basis of cost alone. This is particularly true when the services are of a professional, confidential, artistic, or technical nature. When purchasing services, cost is usually only one of a number of factors to consider when selecting a Contractor.

The RFP process includes a request to potential Contractors to submit proposals to perform some type of service or combination of goods and services. Once the proposals have been received, the County evaluates the proposals and chooses the Contractor that provides the best value (best balance of service and cost). The Division/Department will negotiate the contract terms with the Contractor that submitted the best proposal and, if successful, a contract is entered into for the performance of the service(s) requested in the RFP.

The RFP should sufficiently describe the project/work so that Contractors can submit proposals that are responsive to the Division/Department's needs and contain the type of information needed to judge the responder's experience and qualifications and determine which Contractor can best meet the Division/Department's needs.

Request for Quotations

A Request for Quotations is required for the sale or purchase of supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property (Minn. Stat. §471.345), such as work and labor:

- If possible and practicable when the Estimated Contract Amount is more than \$10,000 but less than \$50,000, or less than \$60,000 for rental of equipment (Minn. Stat. § 471.345, subd. 4)
- If possible and so long as practicable when the Estimated Contract Amount is \$10,000 or less (Board Resolution 01-767)
- If possible and practicable if it involves the lease of real property owned by the County in the following circumstances: the lease of a residence acquired for the furtherance of an approved capital improvement project; or a lease that does not exceed \$15,000 per year [Minn. Stat. § 373.01, subd. 1(4)].

Even where the law allows for obtaining goods or services on the open market through direct negotiation with a Contractor, County policy requires that two or more quotations be sought when possible and so far as practicable, and if competitive quotes are not sought the reasons must be documented. The Division/Department must keep documentation of the process used to obtain quotations and the quotations received. All quotations must be kept one year after its receipt by the County. Note: the contract to which the winning quotation is attached must be kept for six years.

26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B and the One-stop delivery system.

As always, the area will strive to surpass the established levels. Currently, much is unknown about these measures, plus the law indicates a prioritization of focusing on the most difficult to serve. How the performance expectations will translate into practical applications will need statewide discussions.

27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

The Dakota Scott WDB has a strong foundation and a history of meeting and exceeding its objectives. It has a newly refreshed POW and a strong committee structure. Additionally, many WDB members are involved in regional, state and national workforce organizations which contribute significantly to the board's demonstrated high performance. Additionally, the WDB reviews its vision, mission and goals every 2-3 years and has active board members who bring innovative ideas to the table.

28. Describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

Training services are provided to participants in programs after completion of an assessment that helps the counselor evaluate training needs. Training is identified and then is researched to identify credentialed providers. Customers are able to choose the training program of their choice provided costs and locations are appropriate and similar in nature. Public colleges and community colleges are the first choice but there are instances when availability and timing may make private education the best choice.

Individual training accounts are not used, nor are contracts.

29. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations; and input into the development of the local plan, prior to submission of the plan.

The local unified plan is reviewed by the One Stop Operations Committee and the Evaluation Committee prior to being reviewed by the full Workforce Development Board. In addition, there is a public announcement and invitation for comment placed in the State Register.

30. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under this Act and programs carried out by one-stop partners.

All Workforce Development Areas, public and nonprofit partners included, are using Workforce One as the primary tool for capturing intake and case management information. The overall implementation and transitioning depends in large part on the technology development and deployment by DEED. WF1 works extremely well. A cloud or internet based version of CRS will assist with this deployment and could be the missing ingredient for better aligning services with ABE, libraries and non-profits.

The adult and dislocated worker programs applications are available on the DEED website. This allows individuals to print off the paperwork, learn about the various programs, and apply without having to come to the WorkForce Center to get the paperwork. When applications are received, they are then distributed to appropriate partners .

SECTION C: PROGRAM OPERATIONS

1. A. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

We have a long history of cooperating and collaborating with Rapid Response whether it's sharing information about company reductions or providing feedback about local available resources. History shows we respect and follow the competitive process and when selected work quickly and effectively in getting the program running in order to best serve those laid off from the company.

- B. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

Upon hearing of possible layoffs, Dakota-Scott Workforce Services staff forward such information to the Rapid Response Team. Information often comes through local newspaper stories and directly from area employers and employees.

- C. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

We will continue our practices of working with Rapid Response and/or the companies laying off people and/or the people being laid off to ultimately get the individuals re-employed.

- D. Complete **Attachment B – Local Workforce Development Area Contacts**.

2. A. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

As we do with any sort of dislocated worker project, we'd contact the State via phone or email to let them know of the opportunity.

If we know about a dislocation event – whether we've learned of it formally via written document or informally via a phone call, media account or other anecdotal reports - we contact the State as soon as possible via e-mail or phone call. As history as shown, sometimes this will be a dislocated worker counselor hearing from someone who has been laid off – who will then contact the state directly.

- B. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

When requested, staff members work with local employers to help secure expected numbers for the lay-off, the lay-off time line and TAA eligibility.

The program counselors stay abreast of the companies that are DOL certified. If they have a client who qualifies for TAA, the counselor informs the State TAA staff

and follows the application procedure. Once a client is enrolled in TAA, the program counselor maintains contact with TAA staff to ensure compliance, etc.

- C. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes X

3. A. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes X

- B. Describe the steps taken to ensure consistent compliance with the policy.

Policy is reviewed regularly in lead meetings with partner staff. Any deviation to support services is reviewed by a committee prior to approval. In addition, case notes in the participant's file reflect reasons for support services.

SECTION D: SYSTEM OPERATIONS AND ATTACHMENTS

1. The local workforce development area has processes in place to assure non-duplicative services, and avoid duplicate administrative costs.

Yes X

2. The local workforce development area is aware of and staff participate in the Reception and Resource Area Certification Program (RRACP) to better serve all customers?

Yes X

3. A. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes X

B. Complete **Attachment B – Local Workforce Development Area Contacts**.

- C. The local workforce development area is aware and conducts annually a physical and program accessibility review?

Yes x

4. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the regulations?

Yes X

5. A. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the regulations?

Yes X

B. Complete **Attachment B – Local Workforce Development Area Contacts**.

6. How do you identify current or former Military Service Members coming into your WorkForce Center?

The Minnesota Veterans Questionnaire is used to identify Veterans. This questionnaire is provided in both the Resource Room and also at all Re-Employment Assistance sessions. We ask all customers that come to the WorkForce Center (WFC) if they ever served in the U.S. Military. If the answer is yes, we ask them to complete the Veterans Questionnaire. Non-Jobs for Veterans State Grant (JVSG) staff do the initial assessment/review of the questionnaire, and make appropriate referrals based on the responses on the questionnaire. On-site signage helps the customers to self-identify themselves as U.S. Military members.

7. How do you inform current or former Military Service Members coming into your WorkForce Center about “Veteran Priority of Service?”

Signage in the WFC advises Veterans and other eligible persons of Veterans Priority of Service (POS). Information on Priority of Service is also provided during various program orientations, from staff, and during workshops. Local Veterans' Employment Representative (LVER) staff train and update local staff and management on the provisions of POS and [PL 107-288](#).

8. If your WorkForce Center has a presence on the Internet (outside of your local DEED WorkForce Center site) how do you promote Public Law 107-288, "Veterans Priority of Service" to veterans on that website?

All websites associated with the WFCs provide information on and notice of Veterans Priority of Service.

9. How do you identify current or former Military Service Members with "significant barriers to employment?"

The Minnesota [Veterans Questionnaire](#), a DOL approved standard process, is used to identify Veterans with a significant barrier to employment (SBE). The questionnaire identifies DOL designated SBE's per VPL [03-14](#), including [change 2](#).

Veterans who indicate any barriers are referred to the appropriate Disabled Veterans Outreach Program (DVOP) Specialists.

10. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your WorkForce Centers?

This local area has identified partner staff (in each WFC) to provide services (including intensive services) to SBE Veterans in the absence of a DVOP. These staff have had training on serving Veterans via the NVTI Webinar "[Helping Veterans to Meaningful Careers](#)", and from LVER staff one on one, and during staff and partner meetings.

WFC staff conducts an initial assessment with current or former Military Service Member with a significant barrier to employment and then refers them to the designated intensive service provider when the DVOP is not available.

11. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your WorkForce Centers?

Local DVOP and/or LVER staff attends staff and partner meetings and orientations, participate on WFC work teams, collaborate with WFC partners on various events and LVER staff provide training to partner staff and management regarding the Jobs for Veterans State Grant (JVSG) program.

12. Are all WIOA-funded partners complying with the guidance provided in the TEGL regarding Selective Service?

Yes X

13. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

Information and instructions for how to register on MinnesotaWorks.net is available in all Resource Rooms/Reception. In addition, staff is available to assist customers in the registration process. Signage at each computer also provides information as to the process for registering and the benefits to the customer in posting their resume on MinnesotaWorks.net.

For those new to the dislocated worker program, part of the new application process is registering and posting their resume on MinnesotaWorks.net.

As part of their employment plans, MFIP and DWP clients are required to register and enter their resume on MinnesotaWorks.net.

In addition, we attempt to maximize usage of MinnesotaWorks by publicizing it as a key job search tool: in our newsletters to dislocated workers from projects; our updates to legislators; and our emails to job seekers, faith-based organizations.

Staff work with job seekers when they upload their resumes to make sure that they now only fill in the mandatory fields but also re-checking to ensure that job-ready job seekers are making their resumes in MinnesotaWorks.net viewable to employers.

14. **Conflict of Interest and Integrity:** Local area boards must make decisions in keeping with several laws and regulations. Indicate below that your local area board is aware of DOL Training and Employment Guidance Letter 35-10 and Minnesota OGM 08-01 and its relevant federal laws and regulations.

Yes _____

15. The local workforce development area's conflict of interest policies are in compliance with the above two references?

Yes _____

16. A. The local workforce development area is aware of the referenced statute on Government Records.

Yes _____

- B. The local workforce development area is aware of the requirement to retain documentation for six years.

Yes _____

- C. Complete **Attachment B – Local Workforce Development Area Contacts**.

17. **Handling and Protection of Personally Identifiable Information:** The local workforce development area is complying with the guidance provided in TEGE 39-11.

Yes _____

18. **Human Trafficking:** The local workforce development area is aware of TEGL 09-12 and will follow the procedures for working with trafficked persons.

Yes _____

19. **Gender Identification:** The local workforce development area is aware of TEGL 37-14 and will follow the procedures for developing a similar policy including key terminology, and have in place regarding working with customers who may be lesbian, gay, bisexual and transgender. Local workforce development areas will also participate in any related training.

Yes _____

20. **Uniform Guidance:** The local workforce development area is aware of TEGL 15-14 regarding Uniform Guidance.

Yes _____

21. A. Briefly describe the local area board’s policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2016.

The WDB’s Bylaws allow for up to 27 members. It strives to fill vacancies as soon as possible – however, being cognizant that it’s more important to add individuals who fill an overall strategic need. The WDB has a comprehensive grid that it reviews whenever there is an opening. It reviews this grid to ensure a balanced representation from industry, sector, geography and other factors. Whenever individuals whose terms expire June 30 of a given year come up for potential renewal – they’re asked if they’re interested in being reappointed. Typically, if they still have interest, they’re reappointed by the County Board. For those who identify that they do not wish to renew, an active search process will take place to find new members to replace them.

B. Is your local area board currently in compliance with WIOA?

Yes _____ No _____

If No, what steps will be taken to bring your local area board into compliance by June 30, 2016?

C. Complete **Attachment C – Local Area Board Membership List.**

D. Complete **Attachment D – Local Area Board Committee List.**

22. Complete remaining portions of **Attachment B – Local Workforce Development Area Contacts.**

23. If applicable, complete **Attachment E - Local Workforce Development Area Sub-Grantee List.**

24. If applicable, complete **Attachment F - Local Workforce Development Area Non-WFC Program Service Delivery Location List.**

ASSURANCES AND CERTIFICATIONS

ASSURANCES

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **ACORN** – [Funds may not be provided](#) to the Association of Community Organizations for Reform Now, or any of its affiliates, subsidiaries, allied organizations or successors;
- **Audits** – [2 CFR 200.501](#) and [Single Audit Act Amendments of 1996](#) - organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#); [DEED Policy – Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equipment** – [2 CFR 200. 313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Limited English** - [Executive Order 13166](#) - Improving access to services for persons with limited English proficiency;
- **Nondiscrimination** - [Section 188 of the Workforce Innovation and Opportunity Act](#) (WIOA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;

- **Nondiscrimination** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Nondiscrimination** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Nondiscrimination** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Nondiscrimination** - [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Nondiscrimination** - [Title V of the Older Americans Act of 1965](#) - Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds;
- **Nondiscrimination** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Nondiscrimination** - [Title I \(Employment\) Americans with Disabilities Act \(ADA\)](#) - Prohibits state and local governments, from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;
- **Nondiscrimination** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
- **Nondiscrimination** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Nondiscrimination** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Nondiscrimination** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Nondiscrimination** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Nondiscrimination** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Nondiscrimination** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Nondiscrimination** - [Title 29 CFR Part 38](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;
- **Nondiscrimination** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Nondiscrimination** - [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Nondiscrimination** - [The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A](#) - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status

(employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);

- **Nondiscrimination** - that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed;
- **Opportunity** – [Executive Order 12928](#) – encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other Minority Institutions and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;
- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S. Department of Labor, [Training and Employment Guidance Letter 5-03](#) and Minnesota's Executive Order 06-02;

- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

CERTIFICATIONS

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this **Regional and Local Workforce Development Area Plan** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area board's and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;
- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

SIGNATURE PAGE

Local Workforce Development
Area Name Dakota-Scott Workforce Services

Local Area Board Name Dakota-Scott Workforce Development Board

Name and Contact Information for the Local Area Board Chair:

Name Corinne Shepherd
Title Director, Talent Acquisition & Workforce Planning
Organization Blue Cross Blue Shield
Address 1 3535 Blue Cross Rd
Address 2 _____
City, State, ZIP Code Eagan, MN 55122
Phone 651-662-8332
E-mail Corine_shepherd@bluecrossmn.com

Name and Contact Information for the Chief Local Elected Official(s):

Name Kathleen Gaylord
Title Chair
Organization Dakota County Board of Commissioners
Address 1 1590 Highway 55
Address 2 _____
City, State, ZIP Code Hastings, MN 55033
Phone 651-438-4428
E-mail kathleen.gaylord@co.dakota.mn.us

We, the undersigned, attest that this submittal is the Program Year 2016-2017 Local Plan for our Workforce Development Board and Local Workforce Development Area and hereby certify that this Local Plan has been prepared as required, and is in accordance with all applicable state and federal laws, rules and regulations.

Local Area Board Chair

Name Corinne Shepherd

Title Local Area Board Chair

Signature _____

Date _____

Chief Local Elected Official

Name Kathleen Gaylord

Title Chair, Dakota County Board of Commissioners

Signature _____

Date _____

REGIONAL OVERSIGHT COMMITTEE

Regional Workforce Development Area

 Metro Regional WDA #4

Local Workforce Development Area

 Dakota-Scott Workforce Services – WDA #14

Greater Metropolitan Workforce Council	
Members from Public Sector (Local Elected Officials)	
<u>MEMBER</u>	<u>ORGANIZATION</u>
Janis Callison, County Commissioner	Hennepin County
Toni Carter, County Commissioner (Vice Chair, Greater Metropolitan Workforce Council)	Ramsey County
Christ Gerlach, County Commissioner	Dakota County
Jacob Frey, Mayor	City of Minneapolis
Stan Karwoski, County Commissioner	Washington County
Rhonda Sivarajah, County Commissioner	Anoka County
Members from Private Sector/Business/Nonprofit/Philanthropic/Education	
<u>MEMBER</u>	<u>ORGANIZATION</u>
Margaret Anderson-Kelliher, President and CEO	Minnesota High Tech Association
Shirley Barnes, CEO	Crest View Senior Communities
Laura Beeth, Vice President Talent Acquisition	Fairview Health Services
Lee Ann Cox, Operations Manager	Express Employment Professionals
Steve Cramer, President/CEO	Minneapolis Downtown Council
Rassoul Dastmozd, President and CEO	St. Paul College
Julie de Ranitz, VP Learning and Development	Schwan's Shared Services, LLC

Nona Ferguson, Vice President Programs	Amherst H. Wilder Foundation
Peter Frosch, Vice President Strategic Partnerships	Greater MSP
Butch Howard, General Manager	HMS Host Minneapolis/St. Paul
Eric Muschler, Program Officer	The McKnight Foundation
Eric Neshiem, Executive Director	Minnesota Literacy Council
Lynn Noren, Executive Director	Rise
Tony Scallon, Director	Scallon and Associates
Corrine Shepherd, Recruiting Manager	Blue Cross Blue Shield
Jonathan Weinhagen, President and CEO	Minneapolis Regional Chamber of Commerce
Paul Williams, President and CEO	Project for Pride in Living
Jenny Winkelaar, Director of Community Relations	Minneapolis Building and Construction Trades
Khadija Zeig, Owner/Founder	American Nursing and Technical Institute

LOCAL WORKFORCE DEVELOPMENT AREA CONTACTS

ROLE	Contact Name	Phone	Email	Reports to (name only)
Rapid Response Liaison for Mass Layoffs (see section C.2.D.)	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs
Equal Opportunity Officer (see section D.3.B.)	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs
Program Complaint Officer (see section D.5.B.)	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs
Records Management/Records Retention Coordinator (see section D.16.C.)	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs
ADA Coordinator (see section D.22.)	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs
Data Practices Coordinator (see section D.22.)	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs
English as Second Language (ESL) Coordinator (see section D.22.)	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs

Official Name of WorkForce Center _____ West St. Paul _____

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Jill Pittelkow	651-554-5670	Jill.pittelkow@co.dakota.mn.us	Mark Jacobs
Job Service Manager	Mike Yanda	952-703-3109	Mike.yanda@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Peg Killen	651-554-6560	Peg.killen@state.mn.us	Kim Peck
State Services for the Blind Manager	Brianna C. Mehr	651-554-6246		N/A
Local Workforce Development Area Director	Mark Jacobs	651-554-5622	Mark.jacobs@co.dakota.mn.us	Marti Fischbach
Adult Basic Education (ABE)	Jo Lynn Bucki	651-554-5971	jbucki@sspps.org	Kathleen Johnson

Official Name of WorkForce Center _____ Burnsville _____

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Mike Yanda	952-703-3109	Mike.yanda@state.mn.us	Dave Niermann
Job Service Manager	Mike Yanda	952-703-3109	Mike.yanda@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Rich Wagner	952-703-3180	Richard.wagner@state.mn.us	Kim Peck
Local Workforce Development Area Director	Mark Jacobs	651-554-5622	Mark.jacobs@co.dakota.mn.us	Marti Fischbach
Adult	Mike Yanda	952-703-3109	Mike.yanda@state.mn.us	Dave Niermann
Dislocated Worker	Mike Yanda	952-703-3109	Mike.yanda@state.mn.us	Dave Niermann

Official Name of WorkForce Center Shakopee

ROLE	Contact Name	Phone	Email	Reports to (name only)
Site Representative	Jean Sinell	952-496-8273	jsinell@co.scott.mn.us	Barb Dahl
Job Service Manager	Mike Yanda	952-703-3109	Mike.yanda@state.mn.us	Dave Niermann
Vocational Rehabilitation Services Manager	Rich Wagner	952-703-3180	Richard.wagner@state.mn.us	Kim Peck
Local Workforce Development Area Director	Mark Jacobs	651-554-5622	Mark.jacobs@co.dakota.mn.us	Marti Fischbach
Adult	Jean Sinell	952-496-8273	jsinell@co.scott.mn.us	Barb Dahl
Dislocated Worker	Jean Sinell	952-496-8273	jsinell@co.scott.mn.us	Barb Dahl
Youth	Jean Sinell	952-496-8273	jsinell@co.scott.mn.us	Barb Dahl

LOCAL AREA BOARD MEMBERSHIP LIST

Regional Workforce Development Area

Dakota-Scott Workforce Development Board

Local Workforce Development Area

Dakota-Scott WDA #14

MEMBER	POSITION/ORGANIZATION	TERM ENDS
REPRESENTATIVES OF BUSINESS IN LOCAL WORKFORCE DEVELOPMENT AREA (must be majority)		
Corinne Shepherd	Dir Talent Acquisition, Blue Cross Blue Shield of MN	06/30/2018
Catherine Weik	Sr VP Admin, Stratis Health	06/30/2019
Leah Gajria	HR Manager, Delta Airlines	06/30/2019
Jack Phillips	Dir Govt/External Affairs, Frontier Communications	06/30/2018
Mark Lofthus	Econ Dev Director, Dakota Electric Association	06/30/2018
Pam Oeffler	Mgr of Compensation/Benefits/HRMS, Smead Mfg	06/30/2019
Jennifer Hauschildt	Chief Information Officer, Uponor	06/30/2018
Gloria Fatze	Regional Recruiter, Paychex	06/30/2019
Claire Giancola-Belmares	Director, Talent Acquisition & Selection Services, CHS	06/30/2019
Vance Boelter	GM, Northern Tier Bakery LLC/SuperMom's	06/30/2019
Marcus Thomas	Principal Engineer, Bolton & Menk, Inc.	06/30/2018
Jennifer Harmening	President, Burnsville Chamber of Commerce	06/30/2018
Glenn Starfield	Franchise Owner, Express Employment Professionals	06/30/2019
LABOR & COMMUNITY-BASED ORGANIZATIONS (20% Minimum and 2 or more nominated by state labor federations and one joint labor-management apprenticeship program labor organization or training director)		
Steven Ditschler	President, ProAct, Inc.	06/30/2019
Doug Suchanek	Business Rep, Int'l Brotherhood of Elec Wrkrs, Local 110	06/30/2018
Steve Buck	Financial Sec-Treas, Const & Gen Laborers Local 563	06/30/2018
Tim Grimm	Training Director, St. Paul Area Electrical JATC	06/30/2018
EDUCATION & TRAINING (Required: ABE; Higher Education)		
John Christiansen	Superintendent, Intermediate School District 917	06/30/2018
Eric Lind	ABE Program Manager, Intermediate School District 196	06/30/2019
Chad Sheets	Dean of Customized Training & Continuing Ed, DCTC	06/30/2018

<p>GOVERNMENT (Required: Economic Development; Job Service; Rehabilitation)</p> <p>Jenni Faulkner Mike Yanda Richard Wagner Barb Dahl</p>	<p>Comm Dev Director, City of Burnsville Job Service Manager, MN DEED Rehab Area Manager, MN DEED Social Services Director, Scott County</p>	<p>06/30/2018 06/30/2019 06/30/2019 06/30/2019</p>
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CONTACT INFORMATION

NAME	ADDRESS/PHONE/EMAIL
<p>CHAIR</p> <p>Corinne Shepherd</p>	<p>10390 Rich Road, Bloomington, MN 55437 651-662-8332; Corinne_shepherd@bluecrossmn.com</p>
<p>VICE CHAIR</p> <p>Mark Lofthus</p>	<p>5205 Danens Drive, Edina, MN 55439 651-643-6242; mlofthus@dakotaelectric.com</p>
<p>SECRETARY N/A</p>	

LOCAL AREA BOARD SUBCOMMITTEE LIST

Regional Workforce Development Area	Dakota-Scott Workforce Development Board
Local Workforce Development Area	Dakota-Scott WDA #14

Committee Name	Objective/Purpose
Business Service Committee	To provide effective communication and resources Dakota and Scott Counties' employers.
Community Relations Committee	Develop and implement strategies to effectively and consistently communicate Workforce Development Board's message to identified audiences. To educate policy makers on the role of Workforce Development Board and impact of legislation.
Evaluation Committee	Develop, refine and evaluate performance measures of the WorkForce Center partners, including customer satisfaction effectiveness, and efficiency of the programs under the Workforce Development Board's authority.
Executive Committee	To oversee and coordinate goals and activities of Dakota-Scott Workforce Development Board.
Youth Committee	To provide leadership and support to community partners in fostering the educational and employment success of youth.
One Stop Committee	To maintain Workforce Center System integrity, provide oversight of day-to-day functions of the Workforce Centers, and implement policy initiatives of the Workforce Development Board and other stakeholders.
Employment for People with Disabilities Committee	To focus on employing people with disabilities by providing information and education to local employers and help match people's talents with business needs.

LOCAL WORKFORCE DEVELOPMENT AREA SUB-GRANTEE LIST

Regional Workforce Development Area	Dakota-Scott Workforce Development Board
Local Workforce Development Area	Dakota-Scott WDA #14

Name of Sub-Grantee	Services Provided	Funding Source	Sub-Grantee located in which WFC?	If not in WFC, provide Address, City, State, ZIP Code
Carver Scott Educational Cooperative	Youth program academic training and work experience, financial literacy, and workshops for adults.	WIOA Youth, MYP, WIOA Adult, MFIP, DWP	Co-located in the same building as the Scott County WFC	792 Canterbury Rd. S., Shakopee, MN 55379
HIRED	Case management and workshops for WIA Adult, Dislocated Worker, WIA Youth	WIOA Adult, WIOA DW, State DW, WIOA Youth	West St. Paul and Burnsville	
DEED – Job Service	Case management and workshops for WIA Adult, Dislocated Worker	WIA Adult, WIA DW, Minnesota DW	West St. Paul and Burnsville	
Tree Trust	Youth program work experience and financial literacy	MYP	N/A	2231 Edgewood Ave. S., St. Louis Park, MN 55426
Avivo	MFIP case management	MFIP-TANF	West St. Paul and Burnsville	

LOCAL WORKFORCE DEVELOPMENT AREA NON-WFC PROGRAM SERVICE DELIVERY LOCATION LIST

Regional Workforce Development Area

Dakota-Scott Workforce Development Board

Local Workforce Development Area

Dakota-Scott WDA #14

Name and Location (City)	Program Service Delivered
Dakota County Libraries	Job Search Workshops

LOCAL WORKFORCE DEVELOPMENT AREA KEY INDUSTRIES IN REGIONAL ECONOMY